

**ADMINISTRATIVE ASSISTANT TO BILINGUAL  
AND TEACHER SERVICES – O'PLAINE & ALMOND  
12 Month Position**

**ESSENTIAL JOB FUNCTIONS:**

1. Liaison for Attendance Clerk, Registrar, Special Education Secretary, and Student Service secretaries for communicating with Spanish speaking parents.
2. Assist with interpreting at IEP meetings and parent meetings with student service staff members.
3. Translate written documents as requested.
4. Serve as a secretary for the District Summer School program.
5. Word processing / copying of assessments and daily classroom work for faculty.
6. Distribute office supplies, mail, and faxes to staff.
7. Order supplies and request/add postage to the district postage meter.
8. Process Mastery Manager assessment forms.
9. Assist with beginning of school registration.
10. Operate the main District switchboard during the summer months
11. Post Board of Education meeting notices at campus entrances during summer months.
12. Perform all other duties as assigned.

Updated: 2024